

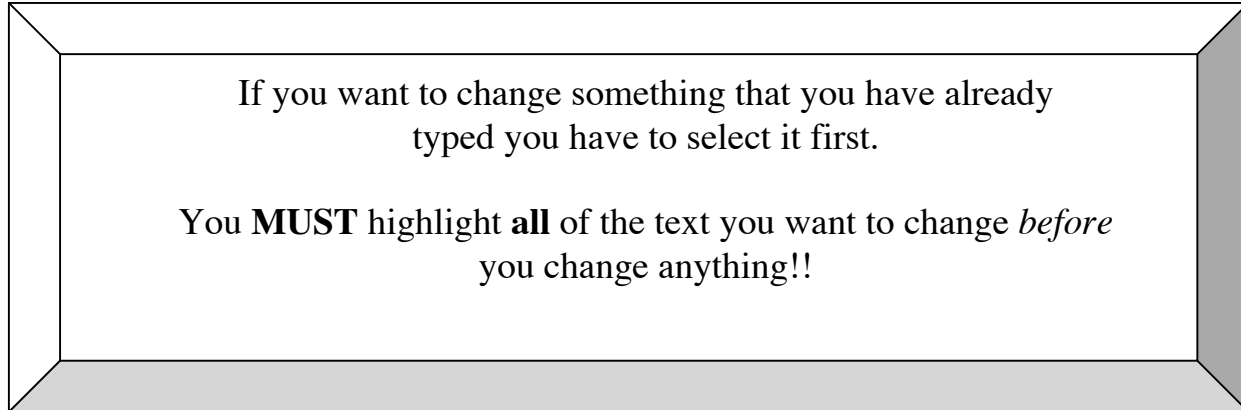
## SPACING

\*\*\* Attach this sheet to printout! \*\*\*

2 Files Saved to Folder      1 printout

### DIRECTIONS:

1. Open **05Left.LastName** from your folder on the server.
2. Make sure it is **left** justified



### PART I

1. **SELECT** the paragraphs of your story.
2. Use the **FORMATTING PALETTE**
3. To change the Line Spacing to **1.5 lines**
4. Go to **FILE** and **SAVE AS**, name this:  
**07Spacing 1.5/Last name** and save to your folder.

### PART II

1. **SELECT** the paragraphs of your story.
2. Use the **FORMATTING PALETTE**
3. To change the Line Spacing to **1.5 lines**
4. Go to **FILE** and **SAVE AS**, name this:  
**07Spacing 2.0.Last Name** and save to your folder.

